

# **Information Technology Resource Management Council (ITRMC)**

## **Meeting Minutes**

*(Approved by Council February 20, 2001)*

**October 11, 2000**

10:00 a.m. to 11:30 a.m., East Conference Room, Joe R. Williams Building  
700 West State Street, Boise, Idaho.

The October 11, 2000 meeting of the Information Technology Resource Management Council (ITRMC) was held in the East Conference Room of the Joe R. Williams Building, 700 West State Street, Boise, Idaho.

### **CALL TO ORDER, WELCOME**

The meeting was called to order by Pam Ahrens, Council Chairman, who welcomed members and guests present.

### **ATTENDANCE**

#### **Members/Designates Present:**

Ms. Pam Ahrens, Chairman  
Mr. Karl Kurtz, Agency Executive Officer  
Mr. J.D. Williams, Elected Officer  
Rep. Bert Marley, Idaho House  
Mr. Eric Beck, Agency IS Representative  
Dr. Gregory Fitch, State Board of Education  
Mr. Dwight Bower, Agency Executive Officer  
Col. Ed Strickfaden, Public Safety Official  
Mr. Roger Parks, Private Industry Representative  
\*Mr. Keith Bumsted, Idaho Transportation Dept  
\*Nancy Szofran, State Board of Education

\*Designate

#### **Absent Members:**

Sen. Hal Bunderson, Idaho Senate  
Dr. Marilyn Howard, Supt. of Public Instruction  
Mr. Ken Harward, Local Gov't. Representative  
Mr. John Peay, Judicial Representative  
Sen. Clint Stennett, Idaho Senate  
Rep. Randy Hansen, Idaho House  
Ms. Mary Elizabeth Jones, Rural Representative

#### **Others Present:**

Ms. Angela Babcock, SCO  
Mr. Mark Little, DOP  
Ms. Merideth Hackney, SCO  
Mr. Laird Justin, SCO  
Mr. Byron Keely, LHTAC  
Mr. Jan Cox, DOP  
Mr. Michael Key, ISP

Mr. Michael Grigsby, DVS  
Mr. Bobby Hunter, Computer Tech. Group  
Mr. Miles Browne, ITRMC Staff  
Ms. Liza Fox, ITRMC Staff  
Mr. Jeff Rompala, ITRMC Staff  
Mr. Bill Farnsworth, ITRMC Staff  
Ms. Michele Covino, ITRMC Staff

## **CYBER SECURITY BRIEFING**

Jeff Rompala introduced Steve Wilson, State Tax Commission who explained the new security requirements protecting the confidentiality of taxpayer data. The Tax Commission takes the subject of security very seriously, and the responsibilities that go along with that, but at the same time, we must do business electronically, he said. Taxpayers are demanding it and we know that electronic commerce is one of the keys to provide better service to our taxpayers and all of our stakeholders, said Wilson. We need to position ourselves for electronic commerce and if we are going to enable electronic commerce and promote it, we have to provide our taxpayers a high degree of confidence in the security and confidentiality of the electronic transactions.

For the State Tax Commission as it is with most revenue departments around the country, one of the most important trading partners is the Internal Revenue Service (IRS). Information received from the IRS is vital to audit, compliance and service programs and translates into millions of dollars for the State. The IRS, like the Tax Commission is vitally concerned about the proper and secure use of federal data that is supplied to the Commission. The State Tax Commission is regularly subjected to IRS audits and inspections of the Commission's security practices.

The IRS has provided the Tax Commission a "first look" at a new methodology, which in approximately in two years, will be used to evaluate the Commission and other state revenue departments that use federal data. The new methodology, 'The Common Criteria', is a 900 page, multi-part standard to be used as a basis for an evaluation of security properties of information technology products and systems. By establishing such a common criteria base, the results of an IT security evaluation will be more meaningful to a wider audience.

Though the state is not in control of the standards that it may be required to adhere to by its trading partners, while standards in general are a good thing, we should not minimize the complexity and operational effort that may be required to comply with them. The IRS has stated that all treasury department agencies have been directed to adopt and implement the Common Criteria as soon as possible and practical. It is also its understanding the Federal Government will be moving to the Criteria as a method of assessing their own security as well as that of its trading partners.

## **MOTION TO APPROVE JUNE 21, 2000 MINUTES**

**Rep. Bert Marley moved and Karl Kurtz seconded a motion to approve the June 21, 2000 Minutes, and the motion passed unanimously.**

## **E-GOVERNMENT BOOT CAMP FOR POLICY MAKERS**

The **Idaho E-Government Boot Camp for Policy Makers** was held on September 7, 2000 at Boise Centre on the Grove and was attended by 212 agency directors, legislators, college and university presidents, mayors, county commissioners and other leaders. **Liza Fox**, State GIS Coordinator, who coordinated the event, thanked all those who helped make it a success. In particular, Ms. Fox thanked fellow ITRMC Staff members Jeff Rompala for his coordination of the Best Practices booths, Bill Farnsworth for assisting with the logistics, and Michele Covino, for her efforts in coordinating the registration and support staff. She also recognized Pat Wynn, Communications Manager, Department of Administration for her efforts to publicize the event to both state and national media and design and prepare promotional materials.

J.D. Williams said the State has received a tremendous amount of national publicity for the effort and is basically the first state to hold such an event. Williams suggested a briefing for the Legislature on Access Idaho and other current projects might be worthwhile.

## **NATIONAL ASSOCIATION OF STATE INFORMATION RESOURCE EXECUTIVES**

**Miles Browne**, ITRMC Staff Manager, and **J.D. Williams**, State Controller, presented an overview of their attendance at the National Association of State Information Resource Executives meeting held September 24-27, 2000. Browne said much of the discussion centered around the issue of 'Digital Divide'. Rural and city communities share many of the same digital divide effects. Browne also said that security is an issue in every state. No state has solved that issue. J.D. Williams commented that it was the best NASIRE meeting he has attended, and that "a lot of things are being done right in the states".

## **INTERNET APPLICATIONS**

**Bill Farnsworth**, ITRMC Staff, presented an overview of ITRMC Staff activities.

- Agency IT Plans and Profiles
  - ❖ Agencies are currently filling out the IT Plan and IT Profiles templates
- Agency Asset Summary
  - ❖ Summary of assets are not on line yet. The ITRMC Staff is currently working on a list for hardware and software and will be finalized soon. Input from agencies is being collected. After information has been collected, a database will be developed with a web-based entry form.
- Agency Web Services Listing
  - ❖ Agencies are currently sending input on their web-based services and it is being continually updated in the database.
- Digital Signature
  - ❖ One of the core ideas is to verify individuals who need access to state computers.
  - ❖ The ITRMC Staff and the Department of Administration are working with agencies to gather information on the agencies needs pertaining to digital signatures. Department of Administration has requested a Lightweight Directory Application Protocol (LDAP) server in

the FY2001 budget. This is important for many state services including digital signatures.

However, *it is only a small part* of an overall solution to implementation of digital signatures.

➤ Access Idaho Update

- ❖ Revenue generating applications on-line:
  - Transportation
  - Secretary of State's office
- ❖ Access Idaho participated in the E-Government Boot Camp Best Practices, demonstrating current on-line applications and talked with agencies about future applications.
- ❖ One of the major accomplishments recently has been the On-line Credit Card application launched October 2, 2000. The first agency to use the first on-line credit card application is the Secretary of State's office on-line Certificates of Existence.

## **PROCUREMENT & ACQUISITIONS**

**Jan Cox**, Division of Purchasing, presented the status of the IDANET Request for Proposal (RFP) for statewide telecommunications services. An RFP was issued in August and, following Division of Purchasing procedures, three (3) proposals were received. One proposal was rejected because it was not timely. An evaluation team of nine individuals representing a number of state agencies evaluated the remaining proposals. After a thorough evaluation, the team concluded that neither proposal would meet the State's requirements and unanimously recommended that a contract *not be awarded*. In the next 90-120 days, a new RFP will be issued. This Request for Proposal will still seek to obtain all of the components emphasized in the original RFP. The next steps will be to work with various groups and other potential users of statewide contracts. In addition, meetings with vendors will be planned, to obtain information and input to refine and improve the solicitation process.

## **2001 ITRMC MEETING SCHEDULE**

Chairman Ahrens presented the proposed 2001 ITRMC Meeting Schedule to the Council members. The schedule is as follows:

- **February**  
Tuesday, February 20 - PM
- **April**  
Thursday, April 25 - AM
- **June**  
Wednesday, June 27 - AM
- **October**  
Tuesday, October 16 - AM
- **December**  
Wednesday, December 12 - AM

*\*\*E-Government Boot Camp Meeting will be held in the Fall of 2001. (Date still to be determined.)*

## **NEW BUSINESS/ADJOURNMENT**

As there was no other new business to come before the Council, Chairman Pam Ahrens thanked those in attendance and adjourned the meeting at 11:30 a.m. The next ITRMC meeting is scheduled for **December 5, 2000** at 8:30 a.m. in the **West** Conference Room (LBJ).

Respectfully submitted,

Michele Covino, ITRMC Staff